



VILLAGE OF WINNECONNE

The Community of Opportunity

30 South First Street - P.O. Box 488 - Winneconne, Wisconsin 54986-0488 - 920-582-4381

www.winneconnewi.gov

Village of Winneconne Policy Regarding Mailboxes

10 June 2019

Mailboxes located within the right of way are the responsibility of the property owner. Mailboxes are permitted on public road right of way using standard mailbox installation, however, are considered a roadway encroachment. Improper mailbox installation or materials may cause the mailbox to become a roadside hazard and are prohibited. Such instances will require the mailbox to be removed and replaced in accordance with this policy 30 days after notification by the Village of Winneconne. Install U.S. Postal Office approved mailboxes only and by an approved method contained in this policy following the Wisconsin Transportation Bulletin No. 14 "Mailbox Safety" or latest revision. Swing away mailboxes are also encouraged by property owners to avoid mailbox damage.

When a mailbox is damaged during snow removal activities, the Public Works Department will repair or replace the mailbox if and **only** if the mailbox was actually hit by the equipment with a simple metal and wooden post as determined by the Village of Winneconne Public Works Director. Mailboxes damaged or knocked over due to snow hitting the mailbox will **not** be repaired or replaced.

Claims of mailbox damage must be reported within 36 – 48 hours or less of the alleged damage to the Village of Winneconne at (920) 582-4381.

Respectfully,

Kirk Ruetten
Director of Public Works
Village of Winneconne



1.0 General

A hazardous mailbox, newspaper tube or support is constructed in a manner presenting an unnecessary risk of death, injury and/or serious vehicular damage to the traveling public. Wisconsin Transportation Bulletin No. 14, "[Mailbox Safety](#)"*, gives examples of such roadside hazards. Regional maintenance personnel should be alert for such installations so that the hazard can be removed.

*(Link provided. Issued by Transportation Information Center, UW-Madison, 432 N. Lake St. Madison, WI 53706. Phone: 800-422-4615)

2.0 Procedure for Removing Hazardous Mailbox Installations

1. When in the judgment of regional maintenance personnel a hazardous condition exists, verbal contact should be made with the owner of the mailbox. It is desirable this contact be made in person. The reasons why the mailbox should be of mutual concern should be discussed, and the owner should be given a copy of the "Mailbox Safety" bulletin and/or other pertinent information.

An attempt should be made to convince the mailbox owner of the benefit of removing an obstacle which can cause death, injury, and/or serious vehicular damage. When verbal contact is made by telephone, information (business card and brochure) should be mailed to the owner.

This verbal contact should set a date, about one month in the future, for the owner to have the hazardous situation corrected. Requesting owners to remove supports during periods when the ground is frozen should be avoided. The contact should be documented, as this will provide information for the next step.

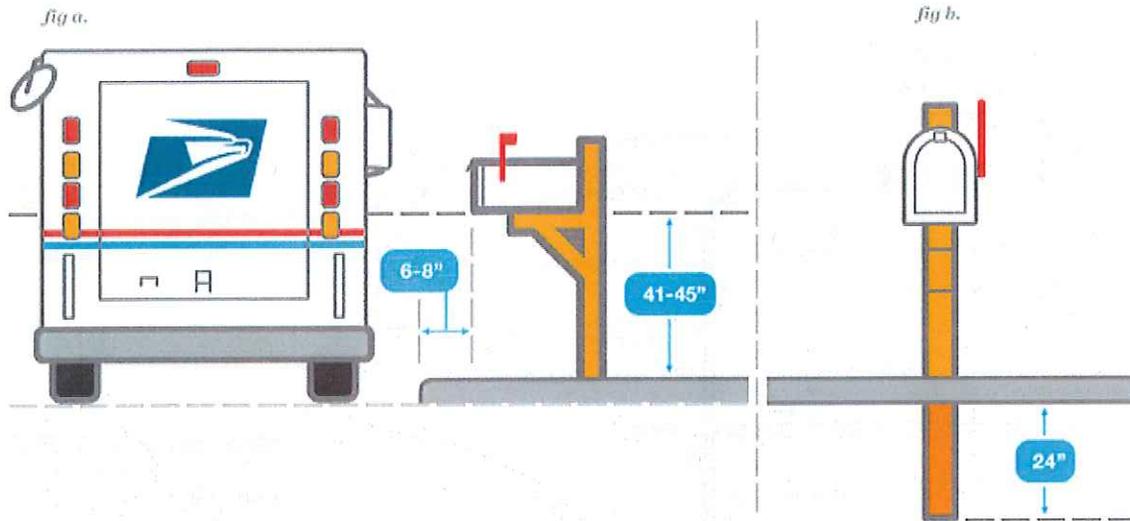
2. State or county maintenance personnel should review the removal status of the hazardous installation shortly after the removal date has passed.
3. If the hazard has not been removed, a certified letter like the one attached to this policy should be sent. A copy of the letter should also be sent to the appropriate postmaster. This letter requests the owner remove the hazardous mailbox or installation within 30 days.
4. If the previous steps do not work, county forces should remove the hazardous mailbox installation as an unpermitted encroachment under section [86.04](#) of the state statutes. The mailbox and support should be moved to the county shop for storage. The owner may reclaim these during the next 60 days by paying the actual removal costs. After 60 days, the materials may be disposed of.

3.0 Policy for Mailbox Installation

The owner is responsible for installing the new mailbox in accordance with [Bulletin No. 14, Mailbox Safety](#).

4.0 Mailboxes Damaged by Snowplows

See Winter Operations HMM 06-15-45, Mailboxes.



Placing the Mailbox

Here are some helpful guidelines to follow when installing your mailbox:

- Position your mailbox 41" to 45" above ground level. (figure a)
- Place your mailbox 6" to 8" back from the curb. If you do not have a raised curb, contact your local postmaster for guidance.
- Put your house or apartment number on the mailbox.
- If your mailbox is on a different street from your house or apartment, put your full street address on the box.
- If you are attaching the box to your house, make sure the postal carrier can reach it easily from your sidewalk, steps, or porch.

Installing the Post

The best mailbox supports are stable but bend or fall away if a car hits them. The Federal Highway Administration recommends:

- A 4" x 4" wooden support or a 2"-diameter standard steel or aluminum pipe.
- Avoid unyielding and potentially dangerous supports, like heavy metal pipes, concrete posts, and farm equipment (e.g., milk cans filled with concrete).
- Bury your post no more than 24" deep.

Exhibit E
Cantilever Mailbox Supports

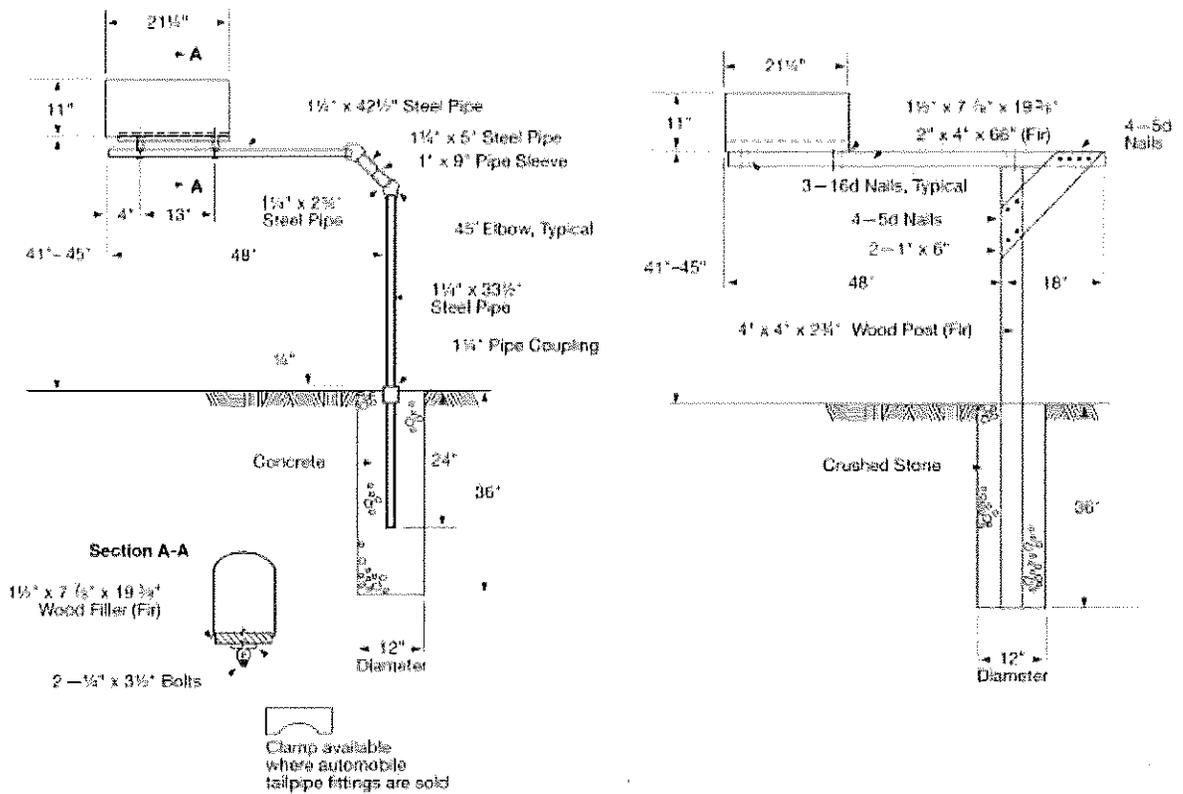


Exhibit F
Single and Double Mailbox Installations

